



CEA

CAREER EXECUTIVE ASSIGNMENT

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE ILLEGAL USE OF DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION ANNOUNCEMENT – SERVICEWIDE PROMOTIONAL

DEPARTMENT: YOUTH AUTHORITY

POSITION TITLE: CHIEF, MEDICAL SERVICES, CORRECTIONAL PROGRAM, CEA 5
WORKING TITLE: CHIEF, HEALTH CARE SERVICES DIVISION

FINAL FILING DATE: **SEPTEMBER 10, 2003**

SALARY: \$9715-11,243

DUTIES AND RESPONSIBILITIES

Under administrative direction of the Assistant Deputy Director, Institutions & Camps Branch, the Chief, Health Care Services Division plans, develops, coordinates and evaluates the medical, psychiatric, nursing and dental programs of the Youth Authority; provides direct professional clinical supervision and direction to the eight Chief Medical Officers at facilities throughout the State; directly supervises the Chief Psychiatrist, Chief Dentists and Director of Nursing; establishes standards of health care for wards within the Department; monitors the quality of medical, dental and psychiatric care within the Department; plans activities of the departmental medical advisory committee and serves as its chairperson; serves as a member of the Governing Body of the Youth Authority Clinical Health Services staff; advises the Department on medical matters affecting the hiring, retention or medical retirement of employees; provides advice and recommendations on policy, budgetary and procedural matters related to health care services; and represents the Director and the Department at meetings and conferences on issues related to health care programs and services.

EXAMINATION INFORMATION

Applicants are required to submit a State application, resume, and a **one-page** Statement of Qualifications. The Statement should be a description of significant accomplishments that demonstrate the applicant's broad medical experience, leadership and managerial capabilities to administer a complex statewide health care program for youthful offenders. A preliminary review of all applications, resumes, and Statements of Qualifications will occur immediately following the final filing date. Only those candidates with the **most** desirable qualifications and background will have their applications submitted to the executive committee for further consideration. Interviews may be conducted if the executive committee and/or the Director finds it necessary. All candidates will be notified of the examination results.

The result of this examination will be used only to fill positions of Chief, Health Care Services Division, CEA 5. Applications may be retained for twelve months.

CALIFORNIA STATE GOVERNMENT - AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER-EQUAL EMPLOYMENT TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

And

Possession of the legal requirements for the practice of medicine in the State of California as determined by the California Board of Medical Quality Assurance or the California Board of Osteopathic Examiners.

And

Wide and varied experience in the practice of medicine including extensive experience in an administrative or teaching capacity which will have developed an understanding of problems of hospital administration and management, and the administration of medical programs.

DESIRABLE QUALIFICATIONS

Knowledge of: hospital administration and management; principles and practices of medicine; principles and practices of surgery; principles of sanitation and public health as applied to correctional facilities; research techniques especially as applied to psychiatric diagnosis and treatment of youthful offenders; principles and practices used in the diagnosis and treatment of mental diseases; organization and functions of California State Government, including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; financial and fiscal management; personnel management techniques; knowledge of employee/employer relations, health and safety management system, and Equal Employment Opportunity policies and practice; and knowledge of the organization, mission, and values of the Department of the Youth Authority.

And

Ability to: coordinate general medical, psychiatric, nursing, and dental programs, and initiate improvements in these programs in correctional facilities; develop standards of operations for medical, psychiatric, and dental activities; plan, organize and direct the work of health care professionals; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of medical matters; and develop cooperative working relationships with representatives of all levels of government, the public, the Legislature and the Executive Branch.

DESIRABLE CHARACTERISTICS

Leadership: Demonstrates vision, integrity, ethics, accountability, and accepts the responsibility of being a leader.

Critical Thinking: Includes analyzing and evaluating information and complex situations, problem solving, decision making, and conceptualizing.

Personnel Management: Demonstrates self-awareness and assesses performance; understands and values diversity; develops and coaches staff; listens; provides feedback; effectively implements the recruitment, hiring and selection process; and prevents and resolves conflict.

Facilitating Change: Includes ability and willingness to adapt to new technology, be flexible when situations change, and work in a challenging environment.

Resource Management: Includes understanding and managing financial, information technology, and space resources.

Communication: Includes active listening, choosing an appropriate medium to present information and/or ideas, articulating information clearly and concisely in speech and in writing, giving and receiving feedback.

Organizational Awareness: Understands the internal and external systems, environment, culture, processes, policies and procedures, and how decisions are made.

Planning: Includes assessing situations, setting and monitoring goals, delegating, managing implementations and projects, and evaluating outcomes.

Service Orientation: Includes focusing on effectively providing appropriate services to youthful offenders, the public, and identified stakeholders.

Collaboration: Includes partnering, teamwork, building alliances, looking for win-win solutions, and building participative processes.

Professional Traits: Includes strong work ethics, fairness, and honesty; is approachable, well balanced; possesses compassion, people skills, confidence, and intelligence.

FILING INSTRUCTIONS – File by September 10, 2003

Submit a standard State application (Form 678), resume, and a one-page Statement of Qualifications (as indicated on Page 1) to:

**Department of the Youth Authority
Selection Services Bureau
4241 Williamsborough Dr., Ste. 115
Sacramento, CA 95823
Attn: Cecilia Perrin, Associate Personnel Analyst**

ADDITIONAL INFORMATION

Questions regarding the examination process should be directed to: Cecilia Perrin at cperrin@cya.ca.gov or (916) 262-2718. Questions regarding the position should be directed to Kip Lowe at klowe@cya.ca.gov or (916) 262-1560.